



**ఆంధ్రప్రదేశ్ రాజ పత్రము**  
**THE ANDHRA PRADESH GAZETTE**  
**PUBLISHED BY AUTHORITY**

**PART I EXTRAORDINARY**

No.803

AMARAVATI, TUESDAY, DECEMBER 8, 2020

G.528

**NOTIFICATIONS BY GOVERNMENT**

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**LABOUR FACTORIES BOILERS & IMS DEPARTMENT**  
**(LAB-I)**

EASE OF DOING BUSINESS (EoDB)- STATE REFORMS ACTION PLAN -  
REGISTRATION UNDER AP SHOPS AND ESTABLISHMENT (S&E) AND  
TRADE LICENCE GIVEN THROUGH A SINGLE FORM.

**[G.O.Ms.No.11, Labour Factories Boilers & IMS (Lab.I), 7<sup>th</sup> December, 2020.]**

**NOTIFICATION**

The Government of India, Department of Industries and Commerce and promotion, Ministry of Commerce and Industry, New Delhi have recommended for Registration under AP Shops and Establishment (S&E) and Trade Licence given through a single form to improve the Ease of Doing Business in State of Andhra Pradesh. Accordingly, the State Government have decided to introduce a scheme for Registration under AP Shops and Establishment (S&E) and Trade Licence given through a single form to simplify legal compliances for wide range of Establishments/Trades/Shops on the e-municipal system and m-panchayat system on the following process. The Form for Integrated Trade License and Registration under AP Shops and Establishments Act, 1988 is annexed as Annexure-I :

- The entrepreneur who is applying for Trade License will be asked whether they are eligible for registration under AP S&E Act, 1988 (Please refer Annexure 2)

- ii. If yes, the entrepreneur will be asked to register under the AP S&E Act, 1988 along with application for trade license
- iii. The entrepreneur fills the details of AP S&E registration in addition to information for trade license
- iv. The applicant then uploads the documentation required for combined registration
- v. After payment of requisite fee (under both acts), the entrepreneur is issued instant registration under AP S&E Act and provisional trade license certificate
- vi. The information of registration shall be shared with Labour Registration System of Labour Department.
- vii. The amount collected under AP S&E Act shall be deposited with AP Treasury as per relevant DDO code.

The Special Commissioner of Labour, A.P., Vijayawada shall take necessary action accordingly.

**B. UDAYALAKSHMI,**  
*Principal Secretary to Government.*

**ANNEXURE-I**

Form for Integrated Trade License and Registration under AP Shops and Establishments Act, 1988

S.No	Fields- Trade License (e-municipal system)	Type of Field	Fields - AP S&E Online Registration (Meeseva)	Type of Field
1.	Trade Owner Name	Text Box	Employer Name	Text box
2.	Mobile Number	Text Box	Mobile Number	Text box
3.	Trade Owner Address	Text Box	Employer address	Text box
4.	Father/Spouse Name	Text Box	Employer Father /Spouse	Text box
5.	Email ID	Text Box	Email ID	Text box
6.	Property Assessment No	Text Box	NA	
7.	Locality	Drop Down	Shop Locality	Text box
8.	Election Ward	Drop Down	NA	
9.	Trade Address	Text Box	Shop Address	Text box
10.	Ward	Drop Down	NA	
11.	Ownership Type	Drop Down	Classification of Establishment (company/partnership etc.)	drop down
12.	Trade Title	Text Box	Name of the Shop and Establishment	Text box
13.	Trade Type (Permanent/Temp)	Drop Down	NA	drop down
14.	Trade Category	Drop Down	Nature of Business	drop down
15.	Trade Sub-Category	Drop Down	Nature of Business	drop down
16.	Trade Measurement	Text Box	NA	
17.	UOM (Unit of Measurement)	Autofill	NA	
18.	Trade Commencement Date	Date	Date of Commence of business	date
19.	Remarks	Text Box	NA	
20.	Lease Document	Attachment	Establishment Address Copy	attachment
		-	<b>ADDITIONAL FIELDS REQUIRED TO BE FILLED</b>	
21.			Trade Category (as per Act)	
22.	-	-	No. of Direct Employees (Male/Female)	Text box
23.	-	-	No. of Contract Workers (Male/Female)	Text box
24.	-	-	Casual Daily wage workers (Male/Female)	Text box
25.	-	-	Total Workers (Male /Female)	Text box
26.	-	-	Employer Photo with Signature	attachment
27.	-	-	PAN No	attachment
28.	-	-	Aadhaar No	attachment
29.	-	-	VAT No (Not Applicable )	attachment
30.	-	-	GST No	attachment
31.	-	-	Authorization	attachment

**B. UDAYALAKSHMI,**  
Principal Secretary to Government.